



TRAC

Transformation Accountability
Center for Mental Health Services

Transformation Accountability (TRAC) Center for Mental Health Services

NOMs Client-level Measures Guide for Grantees and CMHS Staff

Number of Consumers Served Report Training Presentation

Version 4
March 2013



Number of Consumers Served Report

Purpose

- To monitor grant and program performance in submitting baseline records and meeting enrollment goals

Includes

- Count of consumers served
- Annual goal of consumers to be served
- Percentage of the goal achieved
- Count of consumers served since the start of the grant
- Number of consumers to be served during the total grant period
- Percentage of the goal achieved since the start of the grant

**TRAC****Transformation Accountability**
Center for Mental Health Services

Selecting the Report

The screenshot displays the TRAC web application interface. At the top, the header includes the TRAC logo, the text "Transformation Accountability Center for Mental Health Services", a green "STAGING" badge, and user information: "User: Maureen Kelly" and "Roles: Admin". A left sidebar contains a menu with items: Home, General Info & Training, My Account, Contact Us, Admin, Data Entry, Reports (highlighted in dark blue), Data Download, Change Password, and Logout. The main content area shows a breadcrumb "Home > Reports" and a "Print" button. Below the breadcrumb is the heading "Reports" followed by a paragraph: "All reports are in the WesDax TRAC Reports System. When you click the link below, the WesDax TRAC Reports System will open in a new tab in your browser. You can return to TRAC by closing the WesDax TRAC Reports System tab. When you return to TRAC, your login may have expired. If that happens, just login again." A red arrow points from the "Reports" menu item to the "Reports" heading, and another red arrow points from the text "WesDax TRAC Reports System" to the underlined link "[WesDax TRAC Reports System](#)".



Running the Report

WesDax TRAC Reports

Return to TRAC

Services Outcome Measures

Services Notification Report

Services Reassessment Interview Rate

Services Number of Consumers Served by Grant Year

Services Cross Tabulation/Frequency

IPP Performance Report

Project: TRAC >> WesDax TRAC Reports

Welcome to the WesDax TRAC Reports

To run a report, select it from the list on the left, then follow the instructions on the screen.

If you need assistance, contact [TRAC Help](#).

For more information contact:
Toll-free: 1-888-219-0238
[TRAC Help Desk](#)



Selection Criteria

Output as HTML, PDF (default), RTF or Excel

Report By

Group your report by All Combined, Program, Cohort or Grant (default).

By Grant Year

Select “Current Grant Year” (default) or other grant years

Grant Information contains

Enter text/keywords to filter the report (default is blank)

Previous Grant Year Consumers Served

Filter report by a number of consumers served from previous grant year (default is blank)



Selection Criteria

Previous Grant Year Annual Goal

Filter the report by an annual goal from the previous grant year (default is blank)

Previous Grant Year Rate

Filter the report by a rate from the previous grant year (default is blank)

Selected Grant Year Consumers Served

Filter the report by a number of consumers served from the selected grant year (default is blank)

Selected Grant Year Annual Goal

Filter the report by an annual goal from the selected grant year (default is blank)



Selection Criteria

Selected Grant Year Rate

Filter the report by a rate from the selected grant year (default is blank)

Cumulative to Date Consumers Served

Filter the report by a cumulative number of consumers served (default is blank)

Cumulative to Date Goal

Filter the report by a cumulative to date goal (default is blank)

Cumulative to Date Rate

Filter the report by a cumulative to date rate (default is blank)

Sort by

Sort report by any of the column headings from the report



Selection Criteria

Sort Order

Sort report in ascending (low to high) or descending (high to low) order (default is ascending)

Show Glossary

Select yes to view the glossary in the report (default is to not show the glossary)

Goal Approval Status

Select to view grants by “Approved Goals Only” or by “Approved and Unapproved Goals” (default is “Approved and Unapproved Goals”)

Region

Select to view data based on specific regions



Selection Criteria

Military

Select the group by which to filter the report

Trauma

Select the group by which to filter the report

Program or Grant

Select the grants or programs you want to show in the report (default is all of the grants or programs you have access to.)



Number of Consumers Served Report View

Number of Consumers Served Report by Grant Year

Selected Grant(s): SM0001

Program(s): Program A

Selected Grant Year(s): Year 2

Goal Approval Status: Approved and Unapproved Goals

Data entered as of: July 11, 2011, 11:30 AM EST

| Grant ID | Grant Information | Year 1 Consumers Served | Year 1 Annual Goal | Year 1 Rate | Year 2 Consumers Served | Year 2 Annual Goal | Year 2 Rate | Cumulative To Date - Consumers Served | Cumulative To Date - Goal | Cumulative To Date - Rate |
|-----------------------|--|-------------------------|--------------------|-------------|-------------------------|--------------------|-------------|---------------------------------------|---------------------------|---------------------------|
| SM0001 | Community MH Rockville, MD 09/30/2009- 09/29/2014 | 118 | 150 | 78.6% | 129 | 160 | 80.6% | 203 | 250 | 81.2% |
| Total Grants: 1 | | 118 | 150 | 78.6% | 129 | 160 | 80.6% | 203 | 250 | 81.2% |
| Program Summary: 8 | | 1204 | 1642 | 73.3% | 1287 | 1456 | 88.4% | 6908 | 8756 | 78.9% |

Note

This report is updated once every 24 hours, and includes all data entered as of the time it was last updated. Check the date and time at the top of this report to see when it was last updated.

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Number of Consumers Served Report

- Report columns
 - ✓ Grant or Program Information
 - ✓ Consumers Served*
 - ✓ Goal*
 - ✓ Number Served Rate

* **Please note:** These values are provided for the selected grant year, the year before and cumulatively.



Number of Consumers Served Report Columns

Number of Consumers Served Report by Grant Year

Selected Grant(s): SMD001

Program(s): Program A

Selected Grant Year(s): Year 2

Goal Approval Status: Approved and Unapproved Goals

Data entered as of: July 11, 2011, 11:30 AM EST

| Grant ID | Grant Information | Year 1 Consumers Served | Year 1 Annual Goal | Year 1 Rate | Year 2 Consumers Served | Year 2 Annual Goal | Year 2 Rate | Cumulative To Date - Consumers Served | Cumulative To Date - Goal | Cumulative To Date - Rate |
|-----------------------|--|-------------------------|--------------------|-------------|-------------------------|--------------------|-------------|---------------------------------------|---------------------------|---------------------------|
| SMD001 | Community MH Rockville, MD 09/30/2009- 09/29/2014 | 118 | 150 | 78.6% | 129 | 160 | 80.6% | 203 | 250 | 81.2% |
| Total Grants: 1 | | 118 | 150 | 78.6% | 129 | 160 | 80.6% | 203 | 250 | 81.2% |
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Number of Consumers Served Report by Federal Fiscal Year

- This training has focused on the NCSR by Grant Year
- There is a NCSR by Federal Fiscal Year
 - ✓ Accessible only to GPOs and other CMHS staff
- The NCSR by FFY converts all goals information from grant years to Federal Fiscal Years
- The NCSR by Federal Fiscal Year Guide is located on the TRAC website at <https://www.cmhs-gpra.samhsa.gov> > General Info & Training > Services Training



Transformation Accountability (TRAC) Resources

- Materials on the TRAC website
 - ✓ <https://www.cmhs-gpra.samhsa.gov/index.htm>
under the General Info & Training tab
- TRAC Help Desk
 - ✓ Phone: 1-888-219-0238
 - ✓ Email: TRACHELP@westat.com